



STANDARDS OF APPRENTICESHIP

adopted by

AREA 1 INSIDE ELECTRICAL APPRENTICESHIP COMMITTEE

(sponsor)

Skilled Occupational Objective(s):
ELECTRICIAN

DOT
824.261-010

Term
8000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Specialty Compliance Services Division

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

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Committee Amended

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Standards Amended (review)

Standards Amended (administrative)

By: LAFRANK NEWELL
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

All of Clark, Klickitat, Skamania, Cowlitz and Pacific Counties, Washington.

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Applicant shall be at least eighteen (18) years of age at the time of acceptance into the program.**

Education: **a. Applicant must provide a transcript showing proof of graduation from High School with a GPA of 2.0. (C) or a GED Equivalency Certificate with a total standard score of 230. Should the high school GPA fall below the requirement, the applicant may provide an official transcript from an accredited college indicating general education courses (Writing, English, Math, History, etc.) with a 2.0 (C) or better to be averaged with low high school score. The applicant must provide a copy of the high school transcript, whether graduated or not to help establish GPA and/or determine application scores.**

b. Math requirement:

- 1. One year of high school algebra or equivalent with a grade of "C" or above; and**
- 2. Completion of high school algebra or equivalent during the 12 months prior to the application date; or**
- 3. The applicant must take the college algebra placement test and achieve a score that indicates ability equal to the completion of one (1) year of high school algebra.**

Physical: **Applicants shall be physically capable of performing the work of the trade.**

Testing: **None**

Other: **Documentation of all requirements must be submitted by the specified deadline. All documents in a foreign language must be officially translated into English. All foreign transcripts must be translated into a similar format as domestic transcripts. All translated documents must be notarized.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

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Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Exempt under WAC 296-05-405(1)(a).

B. Equal Employment Opportunity Plan:

Exempt under WAC 296-05-405(1)(a).

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

8000 hours of reasonably continuous employment. Fifteen hundred (1500) hours of work per year will be the minimum amount considered as reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not

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exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.

- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The first 1600 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The number of apprentices shall not exceed a ratio of one (1) apprentice to the first one (1) journeyman in full employment on the job. Additional apprentices are authorized at the rate of one (1) to two (2) additional journeyman.

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

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Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	40%
2	1001 - 2000 hours	50%
3	2001 - 3000 hours	55%
4	3001 - 4000 hours	60%
5	4001 - 5000 hours	65%
6	5001 - 6000 hours	70%
7	6001 - 7000 hours	75%
8	7001 - 8000 hours	80%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Electrician

APPROXIMATE HOURS

RANGE

Minimum Maximum

1.	Stockroom and materials	100.....	300
2.	Residential wiring	1000.....	3000
3.	Commercial installations.....	1000.....	3500
4.	Industrial installations.....	1000.....	3000
5.	Intercommunications & signal system	500.....	1500
6.	Controls and Motor Installations	250.....	750
7.	Underground construction.....	100.....	300
8.	Troubleshooting	250.....	750
9.	Finishing and fixture.....	50.....	150
10.	Remodel and maintenance	500.....	1500

TOTAL HOURS NEED FOR COMPLETION: 8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☐ Supervised field trips
- ☐ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☐ Training trust
- ☐ Other (specify)

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Sexual Harassment Policy:

In compliance with Federal and State Laws, Area 1 Inside Electrical JATC prohibits the harassment of any apprentice on the basis of sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. It can include crude and offensive language or jokes of a sexual nature. In short conduct or statements that unreasonably interfere with an apprentice's performance or create an intimidating, hostile, or offensive environment are prohibited both by law and by Committee policy.

No person in the performance of official committee business shall sexually harass those who report to him or her. In addition, it is the responsibility of the Committee to ensure that no individual under their direction is subject to sexual harassment by those in which they have contact.

Any apprentice of the Area 1 Inside Electrical JATC, who has engaged in sexual harassment, is subject to severe discipline, including discharge from the apprenticeship.

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Any apprentice who has a complaint regarding sexual harassment should contact the Committee. All complaints of sexual harassment will be kept in strict confidence and will be investigated immediately by the Committee. If the Committee cannot resolve the complaint, or one of its members is personally involved, the Committee EEO office will take charge of the investigation.

2. Grievance Procedures:

Most procedural complaints can be acted upon and resolved by the Committee. The Committee will review the facts (contacting the person or persons involved, if necessary) and take appropriate action. If the Committee cannot resolve the complaint or one of its members is personally involved, the Committee will provide information regarding the appropriate agency or EEO Office to contact. Apprentices may contact the appropriate Federal EEO Officer if the efforts of the Committee do not resolve the complaint.

3. Committee Operation:

- a. Indentures - All Electrical apprentices will be registered to this Committee which will act as the employer's agent in administering this program. Apprentices will not be registered to individual contractors. Placement of Apprentices will be per the selection method for the Area 1 JATC, with no new apprentices being selected unless all available existing apprentices are employed as far as being practical. New apprentices will be placed in order of their ranking. Failure of a new indenture to respond to placement three (3) times will result in the removal of that apprentice from the ranked list.**
- b. Meetings - The Area 1 Inside Electrical JATC meetings are currently held on the third (3rd) Wednesday of every month at 6:00 p.m. at the JATC Administrative office located at 19142 S. Molalla Avenue, Oregon City, OR 97045**
- c. Apprentice Representation - Apprentices may select a person from each class to represent them and attend Committee meetings. This person shall not have a vote, but may speak about apprentice concerns.**
- d. Advancement in the Program - Each apprentice is expected to advance in the program at six (6) month intervals. Re-rates are considered in February and August based on December and June MPRs and other listed criteria. The Re-rate becomes effective on the first of the month following the Re-rate meeting (March 1 and September 1). A current CPR card is also required.**

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4. Responsibilities of Apprentices:

a. **Probationary Period - Per the standards, the probationary period is 1600 hours. During this period, either party may terminate the Apprenticeship agreement upon written notice. This probation is separate from any disciplinary probation that may be imposed for rule violation.**

b. Duties of an Apprentice:

- (1) Diligently and faithfully perform the work assigned by your supervisor.**
- (2) Develop and practice safe work habits**
- (3) Conduct yourself at all times as a representative of the Apprenticeship program in a neat and workmanship like manner.**
- (4) Attend all required Related Training classes.**
- (5) Advance in the program.**
- (6) Keep the Committee informed of your current address and telephone number.**
- (7) Work for an approved Training Agent.**
- (8) Turn Monthly Progress Reports (MPRs) in on time.**
- (9) Submit "Buck Slips" when required.**
- (10) As a condition of your apprenticeship, you must have a current CPR /First Aid card and copy of your card must be on file in the Apprenticeship office. The CPR/First Aid card(s) must be current during your entire apprenticeship.**

c. Monthly Progress Reports (MPRs):

- (1) Apprentices will submit properly completed and signed Monthly Progress Reports each month to the:**

**Area 1 Inside Electrical JATC
PO Box 2379
Oregon City, OR 97045**

on or before the 10th of each on the following the month reported. Monthly Progress Reports shall be signed by the employer or the employer's representative and a copy given to the employer for his personnel file on the apprentice.

- (2) Failure to submit MPRs as required will result in the following:**

(a) Late MPRs will be assessed disciplinary penalties as follows:

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First occurrence - Written notice to Apprentice and the Apprentice's file.

Second occurrence - Written notice to Apprentice and the Apprentice's file, plus 30-day hold on the next Re-rate.

Third occurrence - Notice of Proposed Cancellation.

(b) Any other disciplinary action deemed appropriate by the Committee such as, but not limited to:

- 1) Hand delivery of MPRs to the designated person(s) by the 10th of the month for a designated period of time.**
- 2) Mandatory attendance to Committee meetings for a designated period of time.**
- 3) Disciplinary probation for a designated period of time.**
- 4) Cancellation.**

(3) Each MPR submitted shall be accurate and complete. Any false information submitted on an MPR may be ground for cancellation.

d. Buck Slips: A Buck Slip shall be filled out within ten (10) days of the occurrence of items "a" through "e" and be turned in to the Apprenticeship Coordinator for the following reasons:

- (1) You are out of work.**
- (2) You are changing employers.**
- (3) Your address changes.***
- (4) Your telephone number changes.***
- (5) Absence from school (See Item "D" under Related Training).**
- (6) A request for credit for previous experience.**

***The Apprentice shall be held responsible if the Committee cannot maintain contact due to a wrong address or phone number in the file.**

e. Addressing the Committee - All Apprentices who wish to address the Committee will need to be noted on the meeting agenda. This can be accomplished by submitting a Buck Slip with an explanation to the Coordinator, with the following information:

- (1) Request to be placed on the agenda.**
- (2) Reason for request.**

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- (3) All agenda items must be submitted in writing with all necessary documentation to the Coordinator's office before the end of the business day on the first Wednesday of the month.**

5. Employment Policy:

- a. Employment Termination - It is the responsibility of the Apprentice to maintain consistent employment. If the Apprentice is terminated or terminates employment, the Apprentice must submit a Buck Slip to the Coordinator's office within ten days of termination.**
- b. Employment Acceptance - When the Apprentice accepts employment with another employer, the Apprentice must submit a buck slip to the Coordinator's office, so the Coordinator can verify that the employer is an approved Training Agent.**
- c. Approved Training Agents - Hours will be credited only while working with an approved Training Agent. The Apprentice shall be held responsible if working for a non-approved Training Agent. OJT hours accumulated during employment by a non-approved Training Agent will not be counted toward completion of the required On the Job Apprenticeship Training hours. A list of approved Training Agents is available at the coordinator's office.**
- d. Supervision - An Apprentice must be directly supervised On the Job by a licensed general journeyman electrician, unless the requirements in paragraph "7" below are met.**
- e. Apprentice Ownership of a Company - An Apprentice electrician shall not be permitted to own, manage, or supervise the company or firm where that Apprentice receives On the Job Training Apprenticeship hours.**
- f. Side Work in the Trade - "Moonlighting" or "Working on the side" as an electrician is in direct violation to the licensing law and is cause for immediate cancellation.**
- g. Apprentices who have completed over 7,000 OJT hours and who have also successfully completed the 4th year, fall term of related training passing with a grade of "C" or better may be referred by the committee for their work alone card allowing them to work alone on any project which employs one or more journeymen. This work may not exceed eight hours of duration per day and is limited to 250 volts to ground or less. The intent of this provision is to allow apprentices to gain experience to become self-reliant.**

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- h. Violation of the Licensing Laws - Any Apprentice found working in violation of the licensing law will be subject to any disciplinary action seen fit by the JATC up to and including cancellation from the program. The Apprentice will be cited to appear and show cause why the agreement should not be canceled. Disciplinary action for violations of the licensing law will be considered on case by case basis.**
- i. Experience in all Work Categories - It is the responsibility of the apprentice and the training agent to make sure that the apprentice is achieving the correct number of hours in each proper work category. An apprentice will not be referred to exam if the minimum required amount of hours in each required category has not been satisfied.**

6. Related Training Policy:

- a. Schedule - Each Apprentice will attend the required classroom instruction, plus any lab classes scheduled by the committee each year. Attendance is mandatory for such classes.**
- b. Tuition and Books - Apprentices are required to register for related training classes and pay the required tuition each semester. Failure to pay tuition in a timely manner is cause for cancellation. In addition, it is the responsibility of the apprentice to purchase the required books for their related training class. Information regarding book purchases will be made available prior to the start of the new school year.**
- c. Absentee Policy - It shall be the policy that each Apprentice will attend related training classes.**
 - (1) If an absence should occur, the Apprentice must submit, within ten (10) days of that absence, a Buck Slip, to the committee. The Buck Slip should contain the following information.**
 - (a) Date of absence**
 - (b) Reason for absence**
 - (c) Apprentice's signature**
 - (d) Employer's signature**
 - (e) Any required documentation**
 - (2) Unexcused absences from related training classes will result in the following disciplinary action, based upon the violation:**
 - (a) An absence reported on a Buck Slip, but judged unexcused will first be identified as the allowed personal day if that day has not been used. In this case, the absence would become an excused personal day. In the event that the personal day has**

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been used, the absence will be judged as unexcused and a 30-day hold on the next Re-rate will be assessed.

- (b) An absence not reported on a Buck Slip and discovered in the instructors monthly report will be judged as an unexcused absence without Buck Slip and a 60 day hold on the next Re-Rate will be assessed.
 - (c) Any Apprentice with a second unexcused absence in a school year will be required to make up the class at his/her own expense by the end of the year and successfully complete an Oregon or Washington State approved continuing education class of the Committee's choice.
- (3) Excusable school absences are as follows:
- (a) Personal day (one 4 hour class per school year)
 - (b) Death in immediate family (parents, grandparents, children, spouse)
 - (c) Illness (must attach a doctor's note or a medical statement to be approved OR attach documentation from your employer that you missed work on the school day)
 - (d) Accident (must attach a doctor's note or a medical statement to be approved OR attach documentation from your employer that you missed work on the school day)
 - (e) Car trouble (must attach tow bill, parts bill, or repair bill to be approved and in writing explain how the car trouble prevented you from getting to school. This explanation must include the affected dates)
 - (f) Wedding - Your own
 - (g) Pre-arranged absence(s) approved by the instructor with make-up class completed in advance
- (4) Some absences that will not be excused are listed:
- (a) Working late
 - (b) Working out of town
 - (c) Car trouble (without a tow, parts or repair bill or you were able to get to work)
 - (d) Sick, flu, etc., (without documentation)
 - (e) Late arrival (marked absent)
 - (f) Leaving class early (marked absent)

Missing three classes in any school term without proper documentation will result in automatic citation for proposed cancellation.

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- d. Grades - The Committee may at its discretion take the following actions for unsatisfactory grades.**
 - (1) A quarter grade below a "C" will result in a written notice to the Apprentice with a copy placed in the Apprentice's file. The Apprentice may also be required to repeat the quarter or make arrangements with the instructor for make up work and hold the Re-rate until the grade has been brought up to a minimum of a "C".**
 - (2) A year-end grade average below a "C" will result in a written notice to the Apprentice with a copy placed in the Apprentice's file. The Apprentice will also be required to repeat the year and the Re-rate will be held until the year has been repeated and the grade for the year brought up to a minimum of a "C".**
- e. Classroom Behavior - Apprentices are expected to exhibit orderly behavior in the classroom and on campus at all times. The policies of the community college shall be adhered to. Disruptive classroom behavior or chronic tardiness will be subject to the following:**
 - (1) The first instance will result in counseling by a non-involved instructor, written notice to the Apprentice and the Apprentice's file if warranted.**
 - (2) The second instance of an offense will result in a citation for proposed cancellation.**
- f. Related Training - 144 hours of related training will be required each year. Related training may cover the following subjects:**
 - (1) Orientation**
 - (2) Basic electrical mathematics**
 - (3) Safety, accident prevention, First Aid, and CPR**
 - (4) Care and use of hand tools**
 - (5) Care and use of power operated tools**
 - (6) Blueprint reading and electrical symbols**
 - (7) Introduction to National Electrical Code**
 - (8) Electrical fundamentals and basic theory**
 - (9) Principles of alternating current**
 - (10) Alternating current circuits**
 - (11) Principles and circuitry of direct current**
 - (12) Portable electric measuring devices**
 - (13) Wiring methods**
 - (14) Low voltage circuits**
 - (15) Appliances**

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- (16) Interior distribution**
- (17) Motors and generators**
- (18) Practical circuit sketching**
- (19) Transformers**
- (20) Illumination and design**
- (21) Sub-stations**
- (22) Primary distribution**
- (23) Fundamentals of electronics**
- (24) Welding and cutting**
- (25) High voltage circuitry and terminations**
- (26) Residential, industrial, and commercial calculations**

7. Credit for Previous Experience:

- a. Request for Credit for Previous Experience - Apprentices desiring additional credit for previous experience may submit a Buck Slip to the Subcommittee for previous credit stating their request for the same within one year of the date of registration. The Apprentice must appear in person at the Subcommittee meeting to answer any questions about the request. Failure to appear will result in no action and no credit. Approval of the upgrading will be determined by the following:**
 - (1) A letter from the former employer(s) on company letterhead bearing the owner's notarized signature. This letter must document the amount of LEGAL time worked for that employer, and detail the type of work done and the amount of time spent in each area as per MPR format.**
 - (2) The documentation requesting additional credit for On the Job experience shall be submitted to coordinator's office attached to a Buck Slip requesting the credit. This submittal must be turned in prior to the end of the business day on the first Wednesday of the month that the Previous Credit Subcommittee meets.**
- b. Credit Allowed - The amount credit permitted and the work processes that are designated for this credit will be at the discretion of the JATC.**
- c. Previous Credit Subcommittee - The Subcommittee for previous experience credit is made up of Committee members and meets four times a year (March, June September, December) to review request made by Apprentices or credit gained prior to registration.**

B. Local Apprenticeship Committee Policies

NONE

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C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

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- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary

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- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)

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- Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

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2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP NON-JOINT**

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The employer representatives shall be:

**Jon Coulimore, Chair
JC Electric
118 NW 184th St.
Ridgefield, WA 98642**

**Royal Stearns
Northwest Electrical Specialties
2130 NE Griffen Oaks St
Hillsboro, OR 97124**

**Stu Jarmer
Jarmer Electric
5105 SW 45th Avenue
Portland, OR 97221**

**Brett Welland
Wellco Electric
2655 N. Maple Court
Canby, OR 97013**

**Russ Brenner, Alternate
Rawhide Electric
906 New York Avenue
Longview, WA 98626**

The employee representatives shall be:

**Ron Reidlinger, Secretary
Bachofner Electric
15894 South Union Mills Road
Mulino, OR 97042**

**Rick Romero
Bachofner Electric
55 SE Main Street
Portland, OR 97214**

**Tim Uptegrove
H & H Electric
2215 SW Thomas Ct
Gresham, OR 97080**

**David Solberg
Northwest Electrical Specialties
2110 NW Alcock Drive Suite 609
Hillsboro, OR 97124**

**Don Shannon, Alternate
Bachofner Electric
55 SE Main
Portland, OR 97214**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

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XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Irene K. Weber, Director of Apprenticeship and Training
PO Box 2379
Oregon City, OR 97045**